

CONFIDENTIAL**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)
Management Seminar

FROM: [REDACTED]

MATD/OTE
516 CofC

EXTENSION

NO.

DATE 27 July 1983

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/ODP
2D0105 Headquarters

2.

3. *Jean - F41*

5.

6.

7.

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14.

15.

Attached are the schedule and roster for the Management Seminar. We look forward to your participation on Thursday, 1 September, at the Laurel Conference Center. Thank you for your continued support.

Please have your secretary advise me of your travel plans.

*drive down
stay overnight
called*

*8/9/83 - [REDACTED] left msg.
all arrangements
made for you.*

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THE MANAGEMENT SEMINAR
COURSE SCHEDULE
22 AUGUST - 2 SEPTEMBER 1983

WEEK I - ROOM 802, CHAMBER OF COMMERCE BUILDING

MONDAY, 22 AUGUST

MORNING	HISTORY OF MANAGEMENT SEMINAR, SCHEDULE, ADMINISTRATIVE DETAILS
	INTRODUCTIONS
	THE MANAGEMENT PROCESS: FUNCTIONS AND SKILLS
AFTERNOON	SIMULATION: INTRODUCTION AND INDIVIDUAL PREPARATION

TUESDAY, 23 AUGUST

MORNING	SIMULATION-----	-
	* PERFORMANCE APPRAISAL	-
AFTERNOON	* OFFICE AUTOMATION	-

WEDNESDAY, 24 AUGUST

MORNING	* PROBLEM EMPLOYEE	-
AFTERNOON	* RECRUITMENT/EMPLOYEE SELECTION	-

THURSDAY, 25 AUGUST

MORNING	POSITION MANAGEMENT	-
NOON	OFFICE AUTOMATION WORKSHOP	-

AFTERNOON	GUEST SPEAKER - STRESS MANAGEMENT	-

FRIDAY, 26 AUGUST

MORNING	TIME MANAGEMENT
AFTERNOON	GUEST SPEAKER - "LEADERSHIP QUALITIES"
	MIDCOURSE EVALUATION

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